

DEPARTMENT OF EDUCATION JOB OPPORTUNITY BUILDING MAINTENANCE SUPERVISOR OLIVER WOLCOTT TECHNICAL HIGH SCHOOL

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (See Eligibility Requirement)

Location: 75 Oliver Street, Torrington, CT 06790

Hours: Monday-Friday, 7:00 a.m.- 3:00 p.m.

Salary: \$62,604 - \$81,595

Closing Date: November 30, 2010

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Building Maintenance Supervisor exam and be on the <u>current</u> certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply.

GENERAL KNOWLEDGE:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of materials and methods of building repair and maintenance; considerable knowledge of preventative maintenance techniques; considerable interpersonal skills; oral and written communication skills; ability to lay out and inspect building repair and maintenance work; ability to coordinate work assignments; supervisory ability.

EXAMPLE OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans building maintenance work; establishes and maintains building maintenance procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; inspects buildings and equipment to determine repair and improvement needs; receives repair requests, makes estimates of time and materials to meet requests and prioritizes according to need; maintains inventories of tools, equipment, supplies and orders or requisitions when needed, possibly requiring interaction with vendors; serves as a centralized purchasing officer for properties under his/her authority; coordinates arrangements for deliveries of materials and access to area by workers; arranges alternative plans for areas and services disrupted during construction and/or repair; may solicit bids from outside contractors and inspect contracted work; may read and interpret design blueprints and specifications for small scale renovations and remodeling; may make budget recommendations; performs related duties as required.

GENERAL EXPERIENCE:

Six (6) years' experience in the repair and maintenance of large buildings.

SPECIAL REQUIREMENT:

Two (2) years of the General Experience must have been in a supervisory capacity.

Note: For state employees the Special Experience will be interpreted at the level of Building Superintendent 2.

SUBSTITUTION ALLOWED:

College training in architecture, mechanical or electrical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

PHYSICAL REQUIREMENT:

Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:

In addition to meeting the eligibility requirements, candidates **must** submit the following information in order to be considered for this position.

- Cover letter
- 2. Application for Employment (CT-HR-12), available online at http://www.sde.ct.gov.
- 3. Three (3) current letters of professional reference to:

Oliver Wolcott Technical High School
75 Oliver Street
Torrington, CT 06790
ATTN: Fran Ringsted, Business Manager
TEL: (860) 496-5300

FAX: (860) 496-9022 EMAIL: fran.ringsted@ct.gov

"The Connecticut State Board of Education is an equal opportunity/affirmative action entity. For more information, please call Levy Gillespie, Equal Employment Opportunity Director, State of Connecticut Department of Education, (860)-807-2071 (American with Disabilities Act Coordinator); and/or Beatrice Tinty, Education Consultant, Connecticut Technical High School System, (860)-807-2220 (Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)."

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER